OCFO

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Employee HR and Pay Frequently Asked Questions

For additional help, call the HR and Payroll Customer Service Help Desk at (202) 564-OCFO (6236). Hours: Monday through Friday, 7:00 am to 6:00 pm EST. You may also contact the Customer Service Help Desk via email at HRPayHelp@epa.gov or send a fax to (202) 565-3084.

FAQ Categories

Payroll

What is the Interior Business Center?

The Department of Interior's Interior Business Center is EPA's HR and e-Payroll provider.

When is EPA's pay day?

Official pay days are every other Tuesday, unless those days fall on a Federal holiday. In that case, pay day will be the business day before the Federal holiday. You may access payroll calendars at: https://intranet.epa.gov/peopleplus/index.htm. Please note that employees will not be paid until timecards with their T&A information are certified in PeoplePlus by both the employee and the authorizing official. If an approval is received late, employees will receive their pay with a delay of 2-4 days from the receipt of the certified T&A.

Will I be notified by email when I receive my pay?

No. You will be able to view your Earnings and Leave Statement (ELS) in your Employee Express account by the Friday following the pay period.

When will my direct deposit be in my account?

EPA's official pay day is every other Tuesday. However, your direct deposit will show up in your account based on the policies of your financial institution.

What should I do if I do not receive my salary payment?

If you do not receive your pay by the scheduled pay date, please contact your financial institution. If your financial institution did not receive your salary payment, contact the HR and Payroll Customer Service Help Desk at (202) 564-OCFO (6236) or email HRPayHelp@epa.gov.

Which part of my pay is taxable?

Basic pay, special pay, incentive pay, bonuses and separation pays are all taxable.

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Employee Express

What is Employee Express?

Employee Express provides online access to employees so you can manage your HR and payroll information. Using Employee Express, you can view, save and print your earnings and leave statements (i.e., paycheck stub) and W-2 (tax statements). You can also make changes to your direct deposit, federal and state tax withholdings, allotments, and TSP allocations. Employee Express is available 24 hours a day, 7 days a week via https://www.employeeexpress.gov/DefaultLogin.aspx.

How can I get my Employee Express password reset?

Go to https://www.employeeexpress.gov/DefaultLogin.aspx and click on, "Forgot Login ID or Password?". The link will guide you through the process of resetting your password.

How do I view and print my Earnings and Leave Statement (ELS) online?

You can view, save, and print your ELS online by logging into Employee Express and, from the main Menu, selecting "Earnings and Leave". If you are a new employee and have not yet received your Employee Express temporary password, please contact the HR and Payroll Customer Service Help Desk at (202) 564-OCFO (6236) or HRPayHelp@epa.gov.

- View, print, and save ELS and W-2 statements
- Initiate, change or cancel:
    - Allotments
    - Correspondence address
    - Direct deposit
    - Federal Employee Health Benefits
    - FEHB Premium Conversion
    - Health Savings Account
    - Address changes
    - Traditional TSP and Roth TSP
    - TSP Catch-Up – Traditional and Roth
    - Federal withholdings
    - State withholdings
    - Tax statements (W-2)
    - Turn on/off hard copy of W-2
    - Email address
- Set up security questions for password resets
- Set up personal settings page

How will I know that my change was made in Employee Express?

Employee Express will display a NO LATER THAN date after your change is accepted. Any change made to your account will be posted no later than that date.

How does a new EPA employee obtain access to Employee Express?

All new employees will need a temporary password to access Employee Express. A temporary Employee Express password will be automatically emailed to the employee's EPA email address. If the EPA email address is not available, it will be mailed to the home address of the new employee. The temporary password should arrive within 4-6 weeks from the first day of employment.

Where can I get an ELS that is not available on Employee Express?

If you need an ELS that is not available on Employee Express, please contact the HR and Payroll Customer Service Help Desk at (202) 564-OCFO (6236) or HRPayHelp@epa.gov.

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Financial Allotments

What is an allotment?

An allotment is an amount of money designated by the employee that is automatically withheld and distributed from their pay.

How many financial allotments can I start?

Employee Express will allow you to start a total of eight financial allotments (discretionary and non-discretionary).

How do I start, stop or change my allotments?

You may use Employee Express to start, stop and change allotments.

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Tax Exemption

What form must be completed to file exempt from federal withholding tax? (Source – IRS Publication 15, Page 21)

You must complete a W-4 form claiming exemption from withholding and submit it to HRPAYHELP@epa.gov. A W-4 form is valid for one calendar year. To continue to be exempt from withholding in the next calendar year, you must submit a new W-4 form by February 15.

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Wage and Tax Statements

How can I view and print my tax statement on-line?

You can view, save, and print your tax statements online through Employee Express at https://www.employeeexpress.gov/DefaultLogin.aspx.
You can access your W-2 from the Employee Express main menu by clicking on the Tax Statement (W-2) option.

If the information on my W-2 is incorrect, who should I contact to obtain a correction?

Corrected W-2s cannot be issued through Employee Express. Please contact the HR and Payroll Customer Service Help Desk at (202) 564-OCFO (6236) or send an email request to HRPayHelp@epa.gov.

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PeoplePlus Time and Labor – General System Access

I am a new EPA employee and need to begin using PeoplePlus to report my time and attendance. How do I get access to PeoplePlus?

Your PeoplePlus coordinator or timekeeper will notify you when you can access PeoplePlus to enter your time and attendance (https://intranet.epa.gov/peopleplus/coordinators/ppl_coordinators.htm).

Please contact the HR and Payroll Customer Service Help Desk at (202) 564-OCFO (6236) or HRPayHelp@epa.gov.

I am a supervisor. How do I get access to approve my employees' time and attendance?

You will need to complete an online access request form, located at https://ocfosystem1.epa.gov/accessForm/login. To complete this form, please contact your office's PeoplePlus coordinator to receive a Data Permission and Dynamic number. Log on to the form using your LAN ID and Password. Select Time Supervisor as your role and your PeoplePlus Coordinator as the coordinator.

I am a supervisor. How do I remove an employee from my approval group?

Please contact your PeoplePlus coordinator to remove an employee from your approval group. Your PeoplePlus Coordinator can be found at: https://intranet.epa.gov/peopleplus/coordinators/ppl_coordinators.htm.

I am a manager/timekeeper and cannot see some of my employees in PeoplePlus. What needs to happen to correct this?

A personnel action is used to move staff in and out of dynamic groups. The PeoplePlus coordinator should confirm the manager or timekeeper has the necessary system access. Please contact the HR and Payroll Customer Service Help Desk at (202) 564-OCFO (6236) or HRPayHelp@epa.gov for assistance. Your PeoplePlus Coordinator can be found at: https://intranet.epa.gov/peopleplus/coordinators/ppl_coordinators.htm.

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Reporting Time & Attendance in PeoplePlus

What are Time Reporting Codes (TRCs)?

Time Reporting Codes (TRC) define the type or category of time you are recording for each day of the pay period. Examples of the most common TRCs are regular (REGHR), annual leave (ANNLN) and sick leave (SCKLV).

Can I enter time in PeoplePlus for payroll periods other than the current period?

You can enter and attest to your time for only two pay periods – the current one and one future pay period. If you are on extended leave with supervisory approval, your timekeeper or manager can enter your time. You can also enter your time remotely via My Workplace at https://myworkplace.epa.gov

How do I enter my time against different Time Reporting Code (TRCs)?

Use the following navigation instructions to apply time against different TRCs.

- Menu → Self Service → Time Reporting → Timesheet
- Apply schedule
- Click on add a new button
- In the new row, select the appropriate TRC from the drop down list
- Enter the appropriate hours against the TRC
- Add a new line for each TRC
- Save and attest

How do I see the additional lines I added?

If you use more than 5 lines on your timecard you will need to click on 'View All' to see all of your time. View all is located above the first Sunday on the timecard. It is on the dark blue line.

What are the appropriate Time Reporting Codes (TRCs) for separated employees?

The appropriate TRC for separated employees is PSNPY. The TRC used for the death of an employee is DTNPY.

What is the deadline for entering and submitting my time and attendance in PeoplePlus?

The deadline for entering and submitting time and attendance data is the second Thursday of the pay period. Occasionally, earlier time and attendance entry is required. Please contact with your PeoplePlus coordinator for specific instructions for your office.

What happens if I can't submit my time and attendance in PeoplePlus by the deadline?

If you do not submit your time and attendance in PeoplePlus by the second Thursday of the pay period, you will receive your pay late. If you are unable to submit your time and attendance in PeoplePlus by the agency deadline, you should arrange with your timekeeper or supervisor to enter it on your behalf.

What happens if my supervisor doesn't approve my time and attendance in PeoplePlus by the time approver deadline?

If your supervisor does not approve your time and attendance in PeoplePlus by the second Friday of the pay period, you may receive your pay late.

I entered my time and attendance in PeoplePlus after the agency deadline. When will I get paid?

If you submitted your time and attendance late, your pay will be delayed 2-4 days after your late timecard is approved by your time approver.

After entering and submitting my time and attendance information for the current pay period I realized I charged some hours to the wrong Time Reporting Code (TRC) and therefore need to make a change. How do I do this?

Please use the following navigation instructions when correcting TRCs.

- Menu → Self Service → Time Reporting → Timesheet
- Uncheck the attest and submit box
- Make the required change for the pay period as necessary
- Click on the attest and submit box
- Click save

If the timecard has already been approved by your supervisor you should make your changes in the subsequent pay period by the second Tuesday of the pay period.

- Use the search page to bring up the required employee
- Click on the apply schedule button to populate the timecard with the employees standard hours
- Add a line to enter additional TRCs if necessary
- Check the verify and submit box
- Click save

I am a supervisor. What happens if I can't approve my employees' time and attendance in PeoplePlus by the deadline?

If you do not approve your employees' time and attendance in PeoplePlus by the second Friday of the pay period, your employees will receive their pay late. If you are unable to approve time and attendance in PeoplePlus by the agency deadline, you are required to arrange with your back-up approver to approve on your behalf.

What is an override reason code?

When administrative leave is used, the PeoplePlus system will prompt you to select an override reason code. Use the bar at the bottom of the timecard to scroll to the right of the timecard. Use the drop down arrow and select a reason code.

How do I add comments in PeoplePlus?

Use the bar at the bottom of the page to scroll to the far right of the timecard. Comments can be entered in the comments field. There is a 254 character free form text field. The intent of this field is to allow users to capture more detailed information. This field can also be used to record the work start and stop time for those who are on the Maxiflex work schedule.

The holiday that occurs in this pay period falls on a day that I do not work due to my compressed schedule. How should I record my time in PeoplePlus?

When a Federal holiday falls on a non work day for an employee working a compressed schedule, the employee's 'in lieu of' holiday is the preceding workday of the scheduled holiday. The employee's schedule is not changed.

A holiday in this pay period falls on a Saturday (non-workday) but is being observed on a Friday, which is my compressed day. How should I record my time in PeoplePlus?

When one of the ten legal holidays falls on a Saturday, the immediately preceding Friday is the observed holiday. If that Friday is the employee's scheduled non-workday, including a compressed day off, then the employee is entitled to an in lieu of holiday on the day immediately preceding the employee's compressed day.

A holiday in this pay period falls on a Sunday (non-workday) but is being observed on a Monday which is my compressed day. How should I record my time in PeoplePlus?

When the legal holiday falls on a Sunday, then the holiday is observed on the following Monday. If that day is the employee's scheduled non-duty day, including compressed day off, then the employee's in lieu of holiday is the next scheduled work day following the holiday.

I am a superfund employee and need to record my time against specific superfund and project codes. How do I do this in PeoplePlus?

Detailed procedures are available on the PeoplePlus website at:
https://intranet.epa.gov/peopleplus/pdfs/group1/emp_build_account_in_ppl.pdf

I opened and viewed my timecard for the previous pay period and all the hours appear on the last day of the pay period?

This occurs when either the employee or his/her timekeeper/manager did not enter and submit time and attendance information for the pay period. In this case, the PeoplePlus system enters the employee's standard hours on the last day of the pay period on the time entry page. You will need to reenter your time and attendance information for that pay period, attest and save.

I modified my time and attendance after I had attested and submitted my time for the pay period. Do I need to re-attest and submit again?

Wherever you go back into the time entry page after the timecard has been attested or the timekeeper/manager has verified, you must uncheck the attest check box, make the necessary changes and re-attest. The entry will also need to be re-approved by the supervisor.

I am a part time employee and worked more hours than my scheduled hours for the pay period. How do I record these additional hours in PeoplePlus?

If you work on an unscheduled work day you should use the OTREG Time Reporting Code (TRC). If you work additional hours on your scheduled workday you should enter the REGOS Time Reporting Code (TRC). If you work more than 8 hours in a day or 40 hours in a week, you can report Comp Time or Overtime.

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Work Schedules in PeoplePlus

What are work schedules in PeoplePlus?

A work schedule is defined as the hours an employee is expected to work or account for in a given pay period. There are many types of work schedules including, Flexible, Gliding, Maxiflex and Variable. PeoplePlus uses the work schedule to control options for how an employee is able to enter time and attendance information.

What is the effect of the "apply schedule" button on the time reporting page?

It is a convenient way to populate the timecard for those employees who generally work in accordance with their standard work schedule.

I can't see the apply schedule button on the time reporting page?

If time is manually entered into the timecard or if the apply schedule button has already been used, then the apply schedule function will not appear.

I need my work schedule in PeoplePlus changed. How is this done?

I am a timekeeper/manager and need to modify one of my employee's work schedules in PeoplePlus. How do I do this?

Please use the following navigation for modifying a work schedule.

- Access the employee's existing schedule information by navigating –
- Time and Labor → Enroll Time Reporters → EPA TL EE Schedules
- Use the Search Page to find the required employee
- Click the + button to insert a new row
- Make the necessary changes to the employee's work schedule
- Save the changes

Note - Changes made to an employee's schedule during the current pay period become effective starting the beginning of the next pay period. It is important that timekeepers/managers DO NOT use the correct history feature to modify an existing schedule. The work schedule history must be maintained. Failure to do this will delete the employee's schedule history.

I am getting a message that no schedule exists when I try to make a change to a prior pay period?

It is most likely due to the work schedule being deleted for that pay period. If there was a change made to your schedule during the pay period, your schedule may have been deleted. In this case, it is necessary for the old schedule information to be reentered in PEOPLEPLUS. Please follow-up with your timekeeper or manager.

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PeoplePlus Employee Task Profile

What is the role of the employee task profile in PeoplePlus?

The task profile is used in PeoplePlus to define the employees' Fixed Account Numbers (FANs) for their time and attendance. Percentages can be allocated to account numbers. The HR office is responsible for establishing each employee's initial task profile in PeoplePlus. Subsequent changes are made by staff within each budget office which has the responsibility for maintaining FANs.

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